

<p style="text-align: center;">Department of Administrative Services Division of Fleet & Surplus Services (DFSS) Policies and Procedures</p>	<p>Effective Date: 11/8/2002 Revision Date: 00/00/00</p>
<p>Subject: Commute Policy</p>	

A. Purpose

- 1) To establish guidelines in accordance with Administrative Rule R27-1 (9) to outline the procedure for reporting and documenting vehicles used as commute use.

B. Policy

- 1) It is the policy of DFO to track and maintain a database of all state vehicles being used to commute. A commute vehicle is defined as an a non-law enforcement vehicle being driver from work to home and back more than 5 days per month.

C. Procedure

- 1) The Agency shall fill out the proper online form from the Division of Fleet Operations web site, annually.
- 2) The Division of Fleet Operations will obtain verification from the requesting agencies director that the commute use is authorized.
- 3) The Division of Fleet Operations will enter the approved commute request into the commute database.
- 4) A commute number will be emailed to the operator and payroll tech that requested the commute.
- 5) Each agency with drivers that are allowed commute use shall be responsible for entering commute information into the payroll system.
- 6) All commutes shall expire at the end of the calendar year that they are issued.
- 7) The Division of Fleet Operations shall send out notice of the expiration of the commute.
- 8) Each agency shall be responsible for submitting any renewal request.
- 9) Agencies should track commute mileage separate from business mileage. DFO has an online tracking system on their website.